

STATE OF CALIFORNIA
**PEST CONTROL DEALER LICENSE
RENEWAL APPLICATION**

PR-PML-191 (REV. 9/04)
Page 1 of 2

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
LICENSING AND CERTIFICATION PROGRAM
1001 I STREET
SACRAMENTO, CALIFORNIA 95814-2828
(916) 445-4038
FAX - (916) 445-4033
Web site: <http://www.cdpr.ca.gov/>

☐ Name Change ☐ Address Change

Business License Number: _____

Business Name: _____

Address: _____

City, State, Zip: _____

IMPORTANT - PLEASE READ
COMPLETE ALL INFORMATION FOR EACH LOCATION AND THE RENEWAL INFORMATION REQUIREMENTS

Qualified Person. Each business location must have a qualified person who possesses a valid Agricultural Pest Control Adviser License, Pest Control Dealer Designated Agent License, Pest Control Pilot Certificate, or Qualified Applicator License to engage in pest control from each location. If you need additional space, attach a separate sheet of paper.

Main/Branch

License Number

Business Location Address

Qualified Person's Name and License Number

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fees. See Page 2 (instructions) to determine fees based on the number of business location(s) and payment methods. **ALL FEES ARE NON-TRANSFERABLE AND NON-REFUNDABLE.**

Indicate Amount Enclosed: \$ _____

I declare under penalty of perjury, under laws of the State of California, that the above information provided by me is true and correct.

SIGNATURE

TITLE

DATE SIGNED

FOR OFFICIAL USE ONLY

IMPRINT

PROBLEM

RENEWED

DATA ENTRY

RC

Instructions on reverse

PEST CONTROL DEALER LICENSE RENEWAL APPLICATION INSTRUCTIONS**RENEWAL TIME LINE**

Renewal time lines have been established to help determine when you may expect to receive your license or certificate based on the date your renewal application is received by the Licensing and Certification Unit. Renewal time lines are posted on the Department of Pesticide Regulation's (DPR's) web site.

CHECK LIST: This list will help ensure that your renewal application is completed in full prior to mailing.

- ☐ **Change of Name/Address.** 3CCR Section 6508 requires all license/certificate holders to notify DPR immediately of any change in business name, address, qualified person, business organization, or any other information required on the application. Indicate any corrections that appear on the renewal form in the space provided.

Licenses are not transferable. In the case of change of business organization or ownership, a new application and fee are required. If you had a change in ownership or partners or have incorporated, contact us.

- ☐ **Qualified Person.** Each pest control business location (Main or Branch) must have a qualified person who possesses a valid Agricultural Pest Control Adviser License, Pest Control Dealer Designated Agent License, Pest Control Pilot Certificate, or Qualified Applicator License to engage in pest control from each location. Provide the name(s), license/certificate type(s), and license/certificate number(s) of the qualified person who is responsible for each location in the space provided on the renewal form. If additional space is needed, attach a separate sheet of paper.
- ☐ **Fees.** All fees are non-transferable and non-refundable. Fees must be paid for each pest control license location (Main and Branch) as totaled on the renewal form. A late penalty fee of fifty percent (50%) of the total renewal fee will be assessed for each license **postmarked after December 31.**

License Renewal (2 Year) and Late Penalty Fees

	Renewal	Late Fee		Renewal	Late Fee
Pest Control Dealer License (Main)	\$320.00	\$160.00	Pest Control Dealer License (Branch)	\$160.00	\$80.00

- ☐ **Declaration/Signature.** Sign, title, and date the renewal application form.
- ☐ **Payment.** Enclose a check, money order or credit card payment payable to "Cashier, Department of Pesticide Regulation".
- ☐ **Mail.** Send payment, completed renewal application form, and all required documents in the enclosed envelope addressed to: Cashier, Department of Pesticide Regulation, P.O. Box 4015, Sacramento, California 95812-4015.

Questions? Your business name and license number will be posted to DPR's web site as soon as your application is approved and logged into the database. Our web site address is <http://www.cdpr.ca.gov/docs/license/currlic.htm>. For other questions about your application, please contact the Licensing and Certification Program at (916) 445-4038.

Failure to complete or provide the requested information may delay the processing of your application.

Questions and Answers

We hope the following commonly asked questions and our answers will assist you in completing your license renewal application with minimal problems. This document and additional questions and answers will be posted on our website at www.cdpr.ca.gov if you wish to view them.

Business Licenses

1. What are some of the common problems associated with pest control business license renewal applications that are received by the Department of Pesticide Regulation (DPR)?
Some of the most common problems associated with pest control business license renewal applications are: no payment or wrong amount submitted; no signature; qualified person not renewed; invalid liability or worker compensation insurance.
2. What is the procedure for notifying DPR of a name change or address change?
The procedure for notifying DPR of a name or address change is to fill out and send in form (PR-PML-002). The form is available on DPR's website. During renewal, the name and address changes can be made on the renewal application. In the case of name change, other documents may be needed. Please consult with DPR.
3. What is the procedure for notifying DPR of an ownership change?
The procedure for notifying DPR of an ownership change is the same as applying for a new business license. Licenses are not transferable. The forms are available on our website.
4. Who signs the renewal application form?
The owner or officer of the business must sign the business renewal application form.
5. Are renewal application fees refundable?
Renewal application fees are not refundable
6. If my worker compensation insurance and/or liability insurance has expired or will expire soon, do I need to submit updated insurance policies?
Yes, if your worker compensation insurance or liability insurance has expired or will expire soon, you need to submit an updated policy.
7. Can I fax the required insurance documents to DPR?
Yes, you can fax in the required documents. However, because many faxes are not legible, a hard copy should also be sent. Please indicate on the hard copy that a fax was sent.
8. Can my insurance company directly submit my insurance paperwork to DPR?
Yes, your insurance company can directly submit your insurance paperwork to DPR. In order to track it better, please have your insurance company put your DPR license number on the paperwork.
9. Can I renew my business license if my qualified applicator license is not renewed?
You cannot renew your pest control business license if your qualified applicator is not renewed or does not have a valid qualified applicator license.
10. Does the qualified person listed on the business license renewal application need to possess a license/certificate that is current for the next valid period for the business being renewed?
Yes, in order for a business to be issued their pest control business license, the person listed on the renewal application as the qualified person must be licensed.

11. Does each business license location need a different qualified applicator or designated agent licensee to actively supervise the location or can one qualified person supervise all of the separate locations?

Yes, each business license location needs a different qualified applicator or designated agent licensee to actively supervise the location. One person cannot supervise multiple locations.

12. Can I renew my pest control business license if it has been expired for more than 12 months ?

You cannot renew your pest control business license if it has been expired for more than 12 months. You will have to apply for a new pest control business license.

13. Can my completed business license renewal application form and credit card payment be faxed or paid electronically via the internet?

You cannot submit your business license renewal application form or credit card payment via fax or the internet.

14. Does DPR post the names of the businesses that have a valid DPR pesticide or pest control business license on the DPR website?

Yes, DPR does post the names of the businesses that have a valid DPR pesticide or pest control business license on the DPR website.

15. How can I avoid paying a late renewal penalty?

You can avoid paying a late renewal penalty by submitting your renewal application, documents and fee prior to December 31, 2005. The penalty will be based on the postmark date.

16. What happens if the renewal process is not finalized by the expiration date?

If your paperwork is not finalized by December 31st, but received before then, there is no penalty.

17. How long after expiration of my license/certificate will I be able to renew as long as I meet the requirements?

You have 12 months (w/ late fee), after your license/certificate expires to renew as long as you meet the requirements.

18. How long does it take to process my renewal application?

It can take up to 30 days or longer to process your renewal application depending on when you submitted it.

VISA / MASTERCARD TRANSACTION



INSTRUCTIONS:

1. For conducting transactions using VISA or MasterCard only. No other cards are accepted.
2. Complete **ALL** cardholder information.
3. If you have any questions, please call the Licensing and Certification Program at (916) 445-4038.
4. Mail your completed application with this form to the appropriate address below:

Licensees:

ATTN: Cashier
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

Continuing Education Sponsors:

Cashier
ATTN: CE
Department of Pesticide Regulation
P.O. Box 4015
Sacramento, CA 95812-4015

5. **DO NOT FAX** this form to DPR

NAME OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)												CHECK ONE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard		TODAY'S DATE		
BANK CARD NUMBER (16 DIGITS)															BANK CARD EXPIRATION DATE	TOTAL AMOUNT OF PAYMENT \$.
																TELEPHONE NUMBER ()

SIGNATURE OF CARDHOLDER (NAME APPEARING ON THE BANK CARD)

FOR PAYMENT OF:

NAME OF LICENSEE OR SPONSOR

MAILING ADDRESS (Street or P.O. Box Number)

(City, State, and ZIP Code)

(DEPARTMENT USE ONLY) - ENTERED ON POS BY:	TODAY'S DATE	DATE MAILED	BY
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Don't Wait To Renew

Schedule for Business License Renewals

*If DPR receives your renewal on or
before:*

- > **October 29, 2005**
*We will mail it back by
December 17, 2005*
- > **November 30, 2005**
*We will mail it back by
January 17, 2006*
- > **December 31, 2005**
*We will mail it back by
February 18, 2006*
- > **January 31, 2006**
*We will mail it back by
March 15, 2006*



www.cdpr.ca.gov

California Department of
Pesticide Regulation
Licensing and Certification
916-445-4038

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STATE OF CALIFORNIA
**PEST CONTROL DEALER BUSINESS LICENSE
RENEWAL INFORMATION REQUIREMENTS**

PR-PML-134 (EST.7/01)

DEPARTMENT OF PESTICIDE REGULATION
PEST MANAGEMENT AND LICENSING BRANCH
1001 I STREET
SACRAMENTO, CA 95814-2828
P.O. BOX 4015
SACRAMENTO, CA 95812-4015
(916) 445-4038
FAX (916) 445-4033
Web site: <http://www.cdpr.ca.gov>

A. Officer/Owner Information	Fax #	E-mail address	Business Phone Number
Officer/Owner Name		Title	
1.			
2.			
3.			
4.			

C. Pest Control Sales Information

Please indicate what type of product your pest control dealer business sells.

Check the appropriate box(es).

- ☐ Sell Agricultural Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides.
- ☐ Sell California or Federal Restricted Use Pesticides and Agricultural Use Pesticides.
- ☐ Sell Antifouling Paints or Coatings Containing Tributyltin.
- ☐ Sell Non-Agricultural Use Pesticides.
- ☐ Sell Methods or Devices (such as Biological Control Agents, Lures or Insect Trapping Devices) for the Control of Agricultural Pests.

California Environmental Protection Agency

Customer Service Survey

Our goal is to provide you with the best possible customer service. Your feedback telling us what is going well and what needs improvement is essential to our success to better serve you. We ask that you take a moment to complete the electronic customer service survey form at www.calepa.ca.gov/Customer/CSForm.asp. To assure that we receive your comments, please select “Department of Pesticide Regulation” and “Division of Pest Mgmt, Environmental Monitoring, Enforcement & Licensing” on the survey form. If you do not have access to the Internet and our electronic Customer Service Survey form, please feel free to write us at:

California Department of Pesticide Regulation
Pest Management and Licensing Branch
P.O. Box 4015
Sacramento, CA 95812-4015

Thank you for your feedback.